

DocuTrack3000 as Business Document Management System

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Background

As there are huge amount of electronic document being generated daily, business today needs to manage, retrieve and store documents efficiently, central storage and backup, secured sharing of document internally or externally, document approval process, version control system and notification system and controlled downloading of document on the web. DocuTrack3000 is an example of web-based solution and available online as total document management system which manages both electronic documents and printed documents. DocuTrack3000 are currently hosted at www.docutrack.biz and also available as enterprise solution to large businesses.

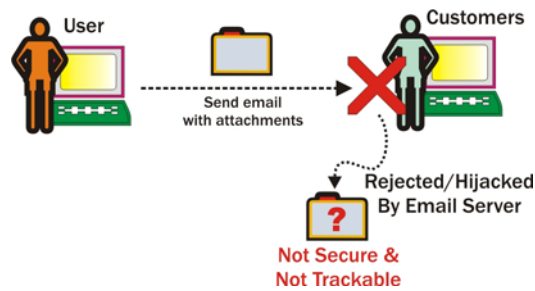
Secure Document Distribution

In DocuTrack3000, documents are stored in basis of project documents.

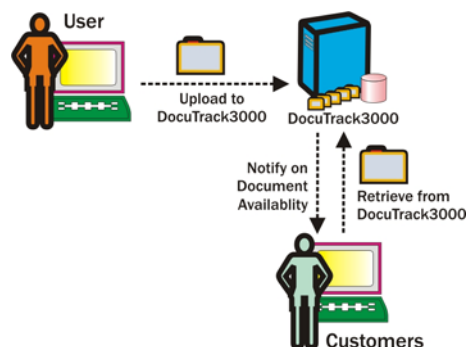
- ⌘ DocuTrack3000 users can create their own project and add new members into the project easily.
- ⌘ Each document stored has its own document access rights. Document owner can :
 - assign rights to the project members,
 - assign rights to non project members
 - put the document into library to allow public access.
- ⌘ Library is an area in DocuTrack3000 where documents listed there are accessible to everyone in DocuTrack3000 so that users from different offices of same company can view and update the same document.
- ⌘ User who has access to the server where DocuTrack3000 is placed cannot view the content of the document without going through DocuTrack3000 user verifications.
- ⌘ At www.docutrack.biz, data are backup daily. User of www.docutrack.biz can request of backup copy to be sent to them.

For example, Admin has created Project1, and A, B are project members, but C is not. A, B, C are all at different physical locations. Admin assign rights to A and C to a document called Document1, so that A and C can access Document1, but B cannot. Admin put another document called Document2 to the library, so that A, B and C all can access Document2. A is owner of a document, Document3, and A assigns rights to C only, so that only A and C can access Document3.

With the method above, we also save valuable disk spaces on email attachments as there will be no email attachments. All users will retrieve data from DocuTrack3000 server directly. This will be a valuable tool for IT administrator.



Before Implementation of DocuTrack3000



After implementation of DocuTrack3000

Approval

DocuTrack3000 comes with flexible approval system where approval user can be added to the document easily.

- ⌘ An email will be sent to the user requesting approval and a quick link will be shown on the respective user's main page upon login into DocuTrack3000.
- ⌘ Once the document is approved or rejected, the result of approval will be sent to the user.

Version Control

- ⌘ The user can modify the document, update them and keep versions of the document using the version control function available in DocuTrack3000.
- ⌘ If the document is shared with many users and it is important to inform users on any changes or updates to the document, notifications can be added using Notify feature in DocuTrack3000.
- ⌘ Users listed in the notification list will be informed when there any changes made to the document.

For example, a document A is uploaded to the system already. In document setting, user can choose either replace current or keep older version. When a new version is uploaded, it will follow the setting, and a version number will be assigned to the new version by DocuTrack3000.

Tracking of Document and Web-sharing

Using DocuTrack3000, document can be shared securely via email.

- ⌘ There is expiry dates attached to the document sent out via email.
- ⌘ Large documents can also be distributed easily and securely.
- ⌘ Security verifications are required to access document sent via email.
- ⌘ An url or internet link to the document is provided. Security settings can be added into the link to control who can access to the document via the web. The link can always load the latest document or current document depending on the settings defined by user.
- ⌘ Each download of the document is recorded in DocuTrack3000 to ensure that all published documents can be controlled and tracked.
- ⌘ Search feature available in DocuTrack3000 allow document searches based on document name, descriptions, content and others.

Printed Document or Physical Document Tracking

Tracking of printed document is done using Radio Frequency Identification technology. It is an add-on to DocuTrack3000. In real time use, a RF chip will be attached to the document to be tracked and RF readers are installed at the premise where the documents are location. Tracking is transparent as RF technology does not require line of sight. It can monitor doorway, rooms and many other areas. The data in readers will then be synchronized to DocuTrack3000 database.

Managed Services

www.docutrack.biz is a managed services provide by Intensecomp. This service allow DocuTrack3000 to be streamed to any user who have access to the Internet. The subscription method reduces infrastructure costs and hardware maintenance cost to any business. Data can be access anywhere in the world. And it can be extended to different branches easily. Setting an account at www.docutrack.biz is fast and easy.

Conclusion

In short, DocuTrack3000 is a complete document management system. It is a tested and reliable product where it manages thousand of documents daily. Cost of implementation is greatly reduces with the implementation of DocuTrack3000. There shall be minimal changes to existing IT infrastructure and it is easy to adopt DocuTrack3000 via the user friendly screens and features.